



STATE OF MONTANA
DEPARTMENT OF ADMINISTRATION
INFORMATION TECHNOLOGY SERVICES DIVISION



Brian Schweitzer
Governor

State Of Montana

Agency Biennial Report

Montana Historical

Society

STATE OF MONTANA

FOR FY2010

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INFORMATION TECHNOLOGY SERVICES DIVISION

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EXECUTIVE SUMMARY

Montana Historical Society is a public service oriented entity providing accessibility to historical collections and information of Montana's past. Information technology is crucial for providing such service and meeting the goals and initiative outline in the Agency plan. Given the Society's intense involvement with affiliated Montana museum, historical society, historical preservation, library, and archive programs, our opportunities for continued, successful collaboration in IT applications are excellent.

To accomplish the requirements of the Historical Society's mission to provide exceptional customer service and improving the preservation of Montana's history, we have developed an information technology plan to:

- Heighten IT security and employee awareness;
- Establish a training budget for staff;
- Secure funding for specialized software;
- Provide enhanced electronic services and digital content availability;
- Provide an improved and secure web experience to the public;
- Implement e-commerce for secure online transactions

The agency plan is intended to follow closely with the direction of the State of Montana Information Technology Strategic Plan. All aspects of the Society's IT Plan are also intended to recognize the needs of the society's user base and public customer. We intend to work vigorously with ITSD and Montana Interactive to place as many obvious transactions into e-commerce. The Museum Store, membership and subscriptions are the first obvious applications. We anticipate subsequent applications for purchase of photographs and art transparencies, paying for copies of library materials, paying for Society research assistance, or any other service-for-fee that the Society uses. The Society has obtained legislative funding of 7.5 million dollars towards relocation and is enthusiastic about the future prospect of improved facilities and a more state-of-the-art IT infrastructure.

SECTION 1: AGENCY IT PLAN ACCOMPLISHMENTS – GOALS & OBJECTIVES

Complete this section by copy and pasting the Goals and Supporting Objective/Actions listed in section 4.1 of your agency's 2008 plan. After each supporting objective, insert the two additional questions for accomplishments and status. Answer these two questions.

1.1 Goals

Goal Number 1: (taken from 2008 plan and 2009 update)

ITG 1 INTEGRATED AGENCY IT PLATFORM

Description: Create a centralized, efficient, integrated agency IT platform or foundation to state IT standards.

Benefits: A fully coordinated, integrated agency-wide IT operation to fully support our internal and external customers. Beneficiaries: six society programs, management, and public

Which state strategic goal(s) and/or objective(s) does your goal address? Business Goal BG2/3 – Technology

Supporting Objective/Action

ITO 1-1 PC Replacement Schedule

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): 50% complete. The older obsolete workstations have been wiped using a state supported utility then donated to authorized non-profit organizations.

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **On-going**

Supporting Objective/Action

ITO 1-2 IT Security

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): 100% complete. Implementation of a society wide Security Program through new employee orientation and continued distribution of literature both electronic and printed form as it relates to IT security policies and procedures.

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **On-going**

ITO 1-3 Assess IT hardware agency wide

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50 %): 100% Complete. Conduct an agency wide assessment of secondary IT hardware (i.e. printers, scanners, projectors, laptops) and recommend reconfigurations/needs/sharing.

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **On-going**

ITO 1-4 IT Peripherals Replacement Plan

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50 %): Have all printers, scanners, projectors on replacement schedule and state-supported; items and place per ITO 1-3

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **On-going, budgetary limitations have dictated peripheral replacement on an as needed basis.**

ITO 1-5 Staff training funding

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50 %): NA

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **Cancelled due to budget limitations.**

ITO 1-6 Specialized Software Funding

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50 %): NA

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **Substantially completed, budget limitations have dictated upgrades to existing specialized software only. (i.e. XMetaL, Photoshop)**

Goal Number 2: (taken from 2008 plan and 2009 update)

ITG 2 ELECTRONIC SERVICES AND DIGITAL CONTENT ACCESS AVAILABILITY

Description: Improve customer service and staff efficiency by making Society services and information available electronically. (Enhancing both onsite visitor education and research experiences and opportunities and distance experiences and opportunities).

Benefits: What benefits are realized and who realizes the benefits? Greatly improved accessibility to agency archives, artifacts and publications. Beneficiaries: External education organizations, researchers and the general public.

Which state strategic goal(s) and/or objective(s) does your goal address? BG-2 – Marketing and Public Relations; BG-3 – Technology; BG5 – Internal Effectiveness

Supporting Objective/Action

ITO 2-1 Web Development Plan

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): The Historical Society has implemented a New Media Committee to address issues such as; Website redesign, content management and Access Control.

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **On-going**

Supporting Objective/Action

ITO 2-2 Access to Research Center and Museum Catalogs

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): The Research Center continues to add and/or update catalog records for collections on the Montana Shared Catalog to provide improved access to collections. From January 2008 through December 2009 the Research Center added nearly 5,500 records for archival and photograph collections to the Montana Shared Catalog. In addition, 79 inventories for archival collections were submitted to the Northwest Digital Archives, providing increased online access to archival materials.

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **On-going**

Supporting Objective/Action

ITO 2-3 Antiquities Database

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): The State Antiquities Database is our Oracle database and our GIS. This is an ongoing project that will have data continuously added to it on a daily basis for all eternity.

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **On-going**

Supporting Objective/Action

ITO 2-4 Access to Publications

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): 75% complete. MHS Press books are available for purchase through the museum store website, and detailed information about each book is also available on the Press webpage. In addition, most books can be previewed on Google Book Search.

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **On-going**

Supporting Objective/Action

ITO 2-5 E-Commerce

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): NA

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **Cancelled**

Supporting Objective/Action

ITO 2-6 Web Development

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): Development is on-going as the addition or deletion of content is requested to the Web Administrator. Design, structure and functionality are then submitted to the appropriate program managers for approval.

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **On-going**

Supporting Objective/Action

ITO 2-7 Electronic Access to Montana Magazine of Western History

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): 90% complete. The entire print run of the magazine is now available to researchers through the academic database JSTOR. More recent issues are also available through ProQuest, and contracts are pending with EBSCO and LexisNexis.

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **Substantially completed**

Supporting Objective/Action

ITO 2-8 Migration Strategy to accommodate evolving images/photo standards

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): The Research Center has implemented a two pronged approach to the preservation of its digital images and files. Master files are stored on an internal server which is regularly backed up to tape and the tapes are stored off-site. In addition, these images are also stored off-site through OCLC's Digital Archive. This service stores multiple copies of our images, provides regular back-up services, and continually monitors the data stability. The Digital Archive service is currently paid for by the Montana State Library and is available at no cost to MHS.

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **On-going**

Goal Number 3: (taken from 2008 plan and 2009 update)

ITG 3 IT DISASTER RECOVERY PLAN

Description: Working with ITSD, develop and implement a plan for Disaster and Emergency Recovery where ITSD maintains a continual backup of Society electronic data to be used in case of loss of the Society's server or electronic information.

Benefits: Provide the agency with a protected, backup IT structure against future natural disasters, acts of terrorism or other disruptive events.

Which state strategic goal(s) and/or objective(s) does your goal address? BG-3 – Technology; BG4 – Facilities; and BG5 – Internal Effectiveness

Supporting Objective/Action

ITO 3-1 PARTICIPATION WITH STATE PLAN

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): Actively participate with the state Service Delivery Team for Disaster Recovery.

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **On-going**

Supporting Objective/Action

ITO 3-2 INCORPORATE STATE PLAN WITH AGENCY PLAN

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): The Montana Historical Society developed and implemented an agency wide disaster planning and recovery plan in January 2008. The plan was updated in September of 2008. The MHS Disaster Plan addresses agency specific response and recovery for both collections and IT resources. The Disaster Plan will continue to be updated and MHS staff are periodically trained on disaster recovery.

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **On-going**

(Copy and paste the above format here to describe additional IT goals and objectives.)

SECTION 2: IT INITIATIVES STATUS UPDATE

Complete this section by copy and pasting the IT Initiatives listed in section 7.1 of your agency's 2008 plan. After each initiative, insert the two additional questions for status and funding. Answer these two questions.

2.1 IT Initiatives *(Taken from 2008 plan and 2009 update)*

Initiative 1 - Title: Computer Replacement

Description: Four-year replacement plan for agency computers

EPP Number (if applicable): 1001

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):
On-going

Funding (funded, not funded, or partially funded): General Funding approved at \$19,200 annually.

Initiative 2 - Title: State Historic Preservation Office Funding

Description: Request funding for ITSD to host the State Antiquities database on the mid-tier. Also request general fund for Central Imaging Services currently provided by ITSD for SHPO.

EPP Number (if applicable): 60001

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):
The State Antiquities Database is our Oracle database and our GIS. This is an ongoing project that will have data continuously added to it on a daily basis for all eternity.

Funding (funded, not funded, or partially funded): General Funded for FY08-09

(Copy and paste the above format here to describe additional IT Initiatives.)

SECTION 3: ADDITIONAL INFORMATION - OPTIONAL

Other types of information that your agency may wish to report as accomplishments or challenges related to achieving the Goals, Objectives, and Initiatives outlined in your 2008 IT plan.